

Utah State Tax Commission

Administrative Law Judge II

Entry will be Step 67, \$27.92 hourly (Step Range 67-82)
May under fill as an Administrative Law Judge I
Entry will be Step 65, \$26.45 hourly (Step Range 63-78)

Location

Commission
210 North 1950 West

Recruitment Dates

Opens October 23, 2003; Closes November 7, 2003.

How To Apply

Submit a current resume and Utah Skill Match Cover Sheet to the Department of Human Resource Management, State Office Building, Suite 2120, PO Box 141531, Salt Lake City, Utah 84114-1531.

In addition

Contact Karen, Tax Commission HR Office, on 297-3877, prior to the closing date to ensure consideration for this position. All applicants will be considered; however, only those selected for an interview will be contacted.

Job Duties

Incumbent in this position presides over and conducts formal and/or complex administrative hearings on behalf of the Utah State Tax Commission. Reviews hearing files; schedules and holds status conferences and hearings or other proceedings on motions and procedural issues; manages continuances and scheduling issues; issues scheduling orders; prepares timely scheduling orders or other orders or rulings on procedural issues. Conducts initial and formal hearings as assigned in accordance with procedural rules and requirements. Issues rulings on evidentiary and other procedural issues that arise. Conducts legal research into state or federal law, case law and commission decisions and opinions and apply that information to the facts of an appeal. Makes final judgment with responsibility for decision, including defending decision in any legal proceedings. Issues written orders, makes rulings and/or adjudicates administrative cases. Provides consultation, makes recommendations, gives appropriate advice and/or facilitates decisions.

Job Requirements/Skills

Must be a member of the Utah State Bar Association. Knowledge of applicable tax laws, rules, regulations and/or policies and procedures; legal processes and procedures; laws, legal codes, precedents, government regulations, executive orders, the democratic political process, and legislative history. Skill/Ability to understand and apply case and statutory law; facilitate or lead hearings; interpret and apply legal decisions; speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally; communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing; make a decision or solve a problem by using logic to identify key facts, explore alternatives, and propose quality solutions.

Note

Hiring for this position will be contingent upon the results of a criminal background check.
Hiring agency may identify additional related skills and requirements as preference in offering opportunities to interview and in making hiring and promotion decisions.